



KVOA COMMUNICATIONS, INC.
P.O. Box 5188, Tucson, Arizona 85703-0188
Studios at 209 W. Elm, 85705-6538
Tel: 520.792.2270 Fax: 520.620.1309

www.kvoa.com

For Internal Station Use
This Form Should Be Used to Create a Job Vacancy Folder
For Each Vacancy at the Station(s)
Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY

Part A

I. General Information

1. Job Title: Weekend Producer
2. Station: KVOA-TV
3. Date Position Opened: October 13, 2011
4. Date Position Filled: October 25, 2011
5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been complete and dated copies of all advertisements, bulletins, letters, faxes, emails or other communications announcing this vacancy attached hereto?

Yes [☒] No [☐]

II. Interviews

1. List of people interviewed for this position:

Name	Date	Recruitment Source
Michelle Walby	10/4/11	referred by KPHO manager ^{Industry Awareness}
Matthew Antonitis	10/4/11	tvjobs.com
Brittany Baumann	10/4/11	tvjobs.com

2. Total number of people interviewed for this position: 3

3. Total number of applicants for this job: 6


III. Hiree

Person ultimately hired for this position:

Name: Michelle Walby

Recruitment Source: phx referral

Approval:

General Manager:  Date: 11/2/11



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Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes ☒ No ☐

Date posted: 10/13/11
Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes ☒ No ☐

Name of Third Party: _____
Date Sent: 10/13/11
Attach proof of sending to third party.
Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes ☒ No ☐

Date Sent: 10/13/11
Attach a copy of the current list of such organizations.
Attach proof of sending to such organizations.

4. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes ☒ No ☐

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

a) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

b) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

c) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

d) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

e) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

f) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

g) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

News Producer

Posted: Feb 16, 2011 12:48 PM

Updated: Aug 31, 2011 4:39 PM

A strong NBC news station in Southern Arizona is looking for a talented, organized and aggressive News Producer.

This person needs to be a team player, self-starter and willing to take charge of the newscast content. We are searching for a producer with strong journalistic skills. In addition, our shows are fast paced, we need a producer who can think on their feet and handle breaking news efficiently. If you just "stack" the news, you will not be happy here. We want someone on the team who is willing to craft their shows, be creative with graphics and learn on the job. In addition to line producing, the qualified candidate will also write and post stories on our website and generate content for social media.

At least two years of line producing at a commercial television station is required. ENPS knowledge a plus. Email or send your resume to:

Cathie Batbie
KVOA-TV News Director
209 W. Elm Street
Tucson, Arizona 85705
cbatbie@kvoa.com

NO PHONE CALLS PLEASE.

KVOA IS AN EQUAL OPPORTUNITY EMPLOYER.

PRE-EMPLOYMENT DRUG TESTING IS REQUIRED.

MOTOR VEHICLE RECORD REQUIRED.

Like

0

SHARE

Rating:

0.0 (0 votes)

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[Home](#)Position Openings *News Producer* has been updated.
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News Producer

A strong NBC news station in Southern Arizona is looking for a talented, organized and aggressive News Producer. This team player needs to be a self-starter and willing to take charge of the newscast content. We are searching for a producer with strong journalistic skills. In addition, our shows are fast paced, we need a producer who can think on their feet and handle breaking news efficiently. If you just "stack" the news, you will not be happy here. We want someone on the team who is willing to craft their shows, be creative with graphics and learn on the job. In addition to line producing, the qualified candidate will also write and post stories on our website and generate content for social media. At least two years of line producing at a commercial television station is required. ENPS knowledge a plus. Email or send your resume to: Cathie Batbie KVOA-TV News Director 209 W. Elm Street Tucson, Arizona 85705 cbatbie@kvoa.com NO PHONE CALLS PLEASE. KVOA IS AN EQUAL OPPORTUNITY EMPLOYER. PRE-EMPLOYMENT DRUG TESTING IS REQUIRED. MOTOR VEHICLE RECORD REQUIRED.

To apply, send resume, cover letter and contact information to:

Cathie
Batbie
KVOA.com

, AL

Phone:

Fax:

Email contact form

• Locations: AZ-Tucson

• Departments: News

1 read Printer-friendly version Send to friend

LATEST FROM CORDILLERA NEWSROOMS

- Drug Raid on Comanche Street
KRISTV.com - 58 min 30 sec ago
- Drug Raid on Comanche Street
KZTV10.com - 58 min 30 sec ago
- Frankfort Firefighter Arrested On Child Pornography and Voyeurism Charges
LEX18.com - 58 min 32 sec ago
- Netflix Gets Streaming Rights To CW's Old TV Shows
LEX18.com - 58 min 32 sec ago
- Hispanic Heritage Day comes to UA in a week
KVOA.com - 58 min 33 sec ago
- 600 students run at Pioneer Park
KTVQ.com - 58 min 34 sec ago
- Temple trial set for November 15 in Helena
KAJ18.com - 58 min 35 sec ago
- Temple trial set for November 15 in Helena
KPAX.com - 58 min 35 sec ago

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GABRIELLA TREJO

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News Producer

Posted: 2011-10-13

Tucson, AZ

Description: A strong NBC news station in Southern Arizona is looking for a talented, organized and aggressive News Producer.

Responsibilities:

Requirements: This person needs to be a team player, self-starter and willing to take charge of the newscast content. We are searching for a producer with strong journalistic skills. In addition, our shows are fast paced, we need a producer who can think on their feet and handle breaking news efficiently. If you just "stack" the news, you will not be happy here. We want someone on the team who is willing to craft their shows, be creative with graphics and learn on the job. At least two years of line producing at a commercial television station is required. ENPS knowledge a plus.

To apply: Email or send your resume to: Cathie Batbie KVOA-TV News Director 209 W. Elm Street Tucson, Arizona 85705 cbatbie@kvoa.com NO PHONE CALLS PLEASE. KVOA IS AN EQUAL OPPORTUNITY EMPLOYER. PRE-EMPLOYMENT DRUG TESTING IS REQUIRED. MOTOR VEHICLE RECORD REQUIRED.

Contact: Cathie Batbie before 2011-11-13

Tucson, AZ 85705


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Marketing and Promotions
Management
Administrative

CAREER

JOBS

News Producer

14 OCTOBER 2011

Type: News

Organization: KVOA-TV (*ABA MEMBER)

Location: Tucson, Arizona

Description: A strong NBC news station in Southern Arizona is looking for a talented, organized and aggressive News Producer.

This team player needs to be a self-starter and willing to take charge of the newscast content. We are searching for a producer with strong journalistic skills. In addition, our shows are fast paced, we need a producer who can think on their feet and handle breaking news efficiently. If you just "stack" the news, you will not be happy here. We want someone on the team who is willing to craft their shows, be creative with graphics and learn on the job. In addition to line producing, the qualified candidate will also write and post stories on our website and generate content for social media.

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KVOA-TV News Director
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Tucson, Arizona 85705
cbatbie@kvoa.com

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ABA NEWS

June 30 - 22nd Annual Broadcasters Hall of Fame Register Today

The ABA Foundation is proud to announce the 2011 Hall of Fame class; Bill Austin

June 13 - ABA JOINS FACEBOOK

Your trade association has officially joined Facebook!! Click the link

February 03 - AZ AMBER Alert Charity Golf Classic

The Arizona Broadcasters Association Foundation held it's 7th Annual AZ AMBER Alert

ABA EVENTS

January 01 - 2011 Membership Renewal

Time to renew your 2011 Membership duesTV/Radio Renewal Form Associate

January 20 - JANUARY ABA Board Meeting

ABA Board Meeting, Thursday - January 20th at the ABA Office in Phoenix from 11:00

February 28 - NASBA Annual Business Meeting & State Leadership Conference

Monday, 2/28/11 - Wednesday, 3/2/11
NASBA Annual Business Meeting &

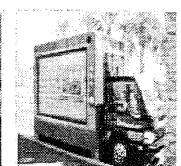
Posted In: CAREER : JOBS : NEWS

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Broadcast Employment Services

KVOA (NBC) Tucson, Arizona

Position News Producer
Station Ownership Cordillera Communications
Station Slogan "News 4 Tucson"
Reference # Will be re-assigned ...
Type Television
Full / Part Full Time - Regular
Experience 0
Posted 10/13/2011
Closes 11/13/2011
Time Left 31 Days
DMA #70
Found In News - Producers

**News Producer**

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Cathie Batbie
 KVOA-TV News Director
 209 W. Elm Street

**Supplemental Information**

Salary Type
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type Full Time - Regular
Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period
Benefits Yes
Benefit Premium Partially Paid By Company
401K Plan Available
Vacation Yes
Paid Sick Leave Yes
Phone Calls No Phone Calls Please
Agent Phone Calls No Phone Calls Please
Résumé Required
Cover Letter
References
Salary History
Tape / Reel
Tape Format
Tape Return
Director's Track
FAX Résumé Yes - (520) 884-4639
TVJobs.com E-Résumé Yes
Degree Required

Tucson, Arizona 85705
cbatbie@kvoa.com

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MOTOR VEHICLE RECORD REQUIRED

When responding to this job ad, please
mention you saw it listed at TVJobs.com

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 **Send Resume**

Annual E-Résumé subscription
or DigitalTalent résumé required.

[[View other KVOA job listings](#)]

Contract Required
Contract Length
Special Requirements
Driver's License

Insurance

Good Driving Record

Preferred

Heavy Lifting

Previous Applicants

Local Apartment Rental

Moving Expenses

Negotiable

Union Position

No

Union Contract Expires

Confirmation Letter

Rejection Letter

Feedback

Drug Screen

Yes

**Proof of Eligibility to work in
U.S. Required**

Yes

**Equal Opportunity
Employment**

Yes

EOE Data Form

Yes

Wildcat JobLink

News Producer (copy)

KVOA Communications

Posted: Oct 14, 2011

DIVISION N/A

POSITION TYPE Full Time, Regular

SALARY LEVEL Negotiable **Important Dates****Posted On:**

Oct 14, 2011

Applications Accepted Until:

Nov 14, 2011

DESCRIPTION

A strong NBC news station in Southern Arizona is looking for a talented, organized and aggressive News Producer.

This team player needs to be a self-starter and willing to take charge of the newscast content. We are searching for a producer with strong journalistic skills. In addition, our shows are fast paced, we need a producer who can think on their feet and handle breaking news efficiently.

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Tucson, AZ 85705
cbatbie@kvoa.com

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MOTOR VEHICLE RECORD REQUIRED.

LOCATION**City**

Tucson

State/Province

Arizona

Country

United States

JOB FUNCTION

Communications Related

CONTACT INFORMATION

Mrs. Gabriella Trejo
209 W. Elm
Tucson, Arizona 85705
United States

gtrejo@kvoa.com
520-792-2270-107

Mississippi University for Women

College Central Network Services

October 14, 2011

Job Detail Information**Job Information****Job ID** 2367601**Job Title** News Producer

A strong NBC news station in Southern Arizona is looking for a talented, organized and aggressive News Producer.

This team player needs to be a team player, self-starter and willing to take charge of the newscast content. We are searching for a producer with strong journalistic skills. In addition, our shows are fast paced, we need a producer who can think on their feet and handle breaking news efficiently. If you just "stack" the news, you will not be happy here. We want someone on the team who is willing to craft their shows, be creative with graphics and learn on the job. In addition to line producing, the qualified candidate will also write and post stories on our website and generate content for social media.

Job Description At least two years of line producing at a commercial television station is required. ENPS knowledge a plus. Email or send your resume to:

Cathie Batbie
KVOA-TV News Director
209 W. Elm Street
Tucson, Arizona 85705
cbatbie@kvoa.com

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Type of Job Full Time**Job Location** Tucson, Arizona**Posting Date** 09/14/2011**Expiration Date** 11/14/2011**Job Requirements****Degrees Wanted** None Required**Majors Wanted** Any Major**Job Targets Wanted** Any Job Target**Special Skills Wanted****Other Job Requirements****Company Information****Company Name** KVOA Communications, Inc.**Employer Web Site** <http://www.kvoa.com>**Company Description** Cordillera Communications - A Division of Evening Post Publishing**Equal Opportunity Employer** Yes**Contact Information**

Contact Name: Gabriella Trejo
Address: 209 West Elm St
Tucson, AZ 85705
Phone: (520) 884-4604
Fax: 520-884-4639
Email: gtrejo@kvoa.com

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Recruitment Sources-Sister Stations

KXLF
1003 S Montana
Butte MO 59701

Pat Cooney
General Manager
FAX: 406-782-8906 ✓
Tel: 406-496-8400

KRTV
Hwy 87 PO Box 2989
Great Falls MO 59404

Jon Saunders
General Manager
FAX: 406-791-5479 ✓
Tel: 406-453-2431

KPAX
PO Box 4827
Missoula MO 59801

Bob Hermes
General Manager
FAX: 406-543-7111 ✓
Tel: 406-543-7106

KTVQ
Box 2557
Billings MO 59103

Monty Wallis
General Manager
FAX: 406-252-9938 ✓
Tel: 406-252-5611

KOAA
2200 7TH Ave
Pueblo CO 81003

Evie Hudson
Business Manager
FAX: 719-295-6685 ✓
Tel: 719-544-5781

KATC
PO Box 63333
Lafayette LA 70506

Kathy Schexnayder
Business Manager ✓
FAX: 337-235-9363
Tel: 337-235-3333

KRIS
409 Staples St
Corpus Christi TX 78401

Alice Galindo
Business Manager ✓
FAX: 361-885-3773
Tel: 361-886-6100

WLEX
PO Box 1457
Lexington KY 40591

Sandy Byron
Business Manager ✓
FAX: 859-254-1272
Tel: 859-226-7600

KSBY
1772 Calle Joaquin
San Luis Obispo CA 93405

Rebecca Paxton
Business Manager ✓
FAX: 805-541-5142
Tel: 805-541-6666



KVOA COMMUNICATIONS INC.

Job Opening

NEWS PRODUCER

A strong NBC news station in Southern Arizona is looking for a talented, organized and aggressive News Producer.

This team player needs to be a self-starter and willing to take charge of the newscast content. We are searching for a producer with strong journalistic skills. In addition, our shows are fast paced, we need a producer who can think on their feet and handle breaking news efficiently. If you just "stack" the news, you will not be happy here. We want someone on the team who is willing to craft their shows, be creative with graphics and learn on the job. In addition to line producing, the qualified candidate will also write and post stories on our website and generate content for social media.

At least two years of line producing at a commercial television station is required. ENPS knowledge a plus. Email or send your resume to:

Cathie Batbie
KVOA-TV News Director
209 W. Elm Street
Tucson, Arizona 85705
cbatbie@kvoa.com

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MOTOR VEHICLE RECORD REQUIRED.



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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Pat Cooney	FROM:	Gabriella Trejo
FAX:	406-782-8906	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

- Account Executive**
- Interactive Operations Specialist**
- National Traffic Assistant**
- P.T. Studio Production Assistant**
- Multi Media Journalist**
- News Producer**

Thank you,

Gabriella Trejo, Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Oct 13	2:32PM	Fax Sent	14067828906	2:31 N/A	7	OK

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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Jon Saunders	FROM:	Gabriella Trejo
FAX:	406-791-5479	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

- Account Executive**
- Interactive Operations Specialist**
- National Traffic Assistant**
- P.T. Studio Production Assistant**
- Multi Media Journalist**
- News Producer**

Thank you,

Gabriella Trejo, Payroll Clerk

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Oct 13	2:38PM	Fax Sent	14067915479	2:25 N/A	7	OK

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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Bob Hermes	FROM:	Gabriella Trejo
FAX:	406-543-7111	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:	
Attached are job posting for :	Account Executive Interactive Operations Specialist National Traffic Assistant P.T. Studio Production Assistant Multi Media Journalist News Producer
Thank you, Gabriella Trejo, Payroll Clerk	

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Oct 13	2:43PM	Fax Sent	14065437111	2:28 N/A	7	OK

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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Monty Wallis	FROM:	Gabriella Trejo
FAX:	406-252-9938	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

- Account Executive**
- Interactive Operations Specialist**
- National Traffic Assistant**
- P.T. Studio Production Assistant**
- Multi Media Journalist**
- News Producer**

Thank you,

Gabriella Trejo, Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Oct 13	2:48PM	Fax Sent	14062529938	2:23 N/A	7	OK

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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Evie Hudson	FROM:	Gabriella Trejo
FAX:	719-295-6685	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:	
Attached are job posting for :	Account Executive Interactive Operations Specialist National Traffic Assistant P.T. Studio Production Assistant Multi Media Journalist News Producer
Thank you, Gabriella Trejo, Payroll Clerk	

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Oct 13	2:54PM	Fax Sent	17192956685	3:09 N/A	7	OK

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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Kathy Schexnayder	FROM:	Gabriella Trejo
FAX:	337-235-9363	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

- Account Executive**
- Interactive Operations Specialist**
- National Traffic Assistant**
- P.T. Studio Production Assistant**
- Multi Media Journalist**
- News Producer**

Thank you,

Gabriella Trejo, Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Oct 13	2:59PM	Fax Sent	13372359363	2:25 N/A	7	OK

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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Alice Galindo	FROM:	Gabriella Trejo
FAX:	361-885-3773	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

- Account Executive**
- Interactive Operations Specialist**
- National Traffic Assistant**
- P.T. Studio Production Assistant**
- Multi Media Journalist**
- News Producer**

Thank you,

Gabriella Trejo, Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Oct 13	3:03PM	Fax Sent	13618853773	2:24 N/A	7	OK

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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Sandy Byron	FROM:	Gabriella Trejo
FAX:	859-254-1272	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:	
Attached are job posting for :	Account Executive Interactive Operations Specialist National Traffic Assistant P.T. Studio Production Assistant Multi Media Journalist News Producer
Thank you, Gabriella Trejo, Payroll Clerk	

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Oct 13	3:07PM	Fax Sent	18592541272	2:22 N/A	7	OK

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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Rebecca Paxton	FROM:	Gabriella Trejo
FAX:	805-541-5142	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

- Account Executive**
- Interactive Operations Specialist**
- National Traffic Assistant**
- P.T. Studio Production Assistant**
- Multi Media Journalist**
- News Producer**

Thank you,

Gabriella Trejo, Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Oct 13	3:10PM	Fax Sent	18055415142	2:44 N/A	7	OK

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Fax		
Dept of Economic Security 5441 E 22nd St Tucson AZ 85711	Olga Pinedo FAX: 584-9567 Tel: 584-8172	YES ✓
Gospel Rescue Mission 312 W 28th St Tucson, Az 85713	Jenny Coverdale FAX: 622-8585 Tel: 622-3495	YES ✓
Pima Community College 4905 C E Broadway Blvd Tucson Az 85711	Mary Holmes FAX: 206-4566 Tel: 206-4596	YES ✓
Pima County One Stop Career Center 340 North Commerce Park Loop Tucson Az 85745	Donna Baker FAX: 798-0599 Tel: 798-0500	YES ✓
ACAP Job Assistance Center-Dept of the Army United States Army Intelligence Fort Huachuca AZ 85613	Angela Baker FAX: 520-533-7059 Tel: 520-533-5764	YES ✓
Arizona Commission of Indian Affairs 1400 W. Washington, Ste 300 Phoenix, AZ 85007	Lone Wells FAX: 602-542-3223 Tel: 602-542-3123	YES ✓



KVOA COMMUNICATIONS INC.

Job Opening

NEWS PRODUCER

A strong NBC news station in Southern Arizona is looking for a talented, organized and aggressive News Producer.

This team player needs to be a self-starter and willing to take charge of the newscast content. We are searching for a producer with strong journalistic skills. In addition, our shows are fast paced, we need a producer who can think on their feet and handle breaking news efficiently. If you just "stack" the news, you will not be happy here. We want someone on the team who is willing to craft their shows, be creative with graphics and learn on the job. In addition to line producing, the qualified candidate will also write and post stories on our website and generate content for social media.

At least two years of line producing at a commercial television station is required. ENPS knowledge a plus. Email or send your resume to:

Cathie Batbie
KVOA-TV News Director
209 W. Elm Street
Tucson, Arizona 85705
cbatbie@kvoa.com

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MOTOR VEHICLE RECORD REQUIRED.



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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Olga Pinedo	FROM:	Gabriella Trejo
FAX:	584-9567	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
--------	--------------	------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:	
Attached are job posting for :	Account Executive Interactive Operations Specialist National Traffic Assistant P.T. Studio Production Assistant Multi Media Journalist News Producer
Thank you, Gabriella Trejo, Payroll Clerk	

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Oct 13	3:14PM	Fax Sent	5849567	2:19 N/A	7	OK

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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Jenny Coverdale	FROM:	Gabriella Trejo
FAX:	622-8585	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

- Account Executive**
- Interactive Operations Specialist**
- National Traffic Assistant**
- P.T. Studio Production Assistant**
- Multi Media Journalist**
- News Producer**

Thank you,

Gabriella Trejo, Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Oct 13	3:17PM	Fax Sent	6228585	2:27 N/A	7	OK

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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Mary Holmes	FROM:	Gabriella Trejo
FAX:	206-4566	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

- Account Executive
- Interactive Operations Specialist
- National Traffic Assistant
- P.T. Studio Production Assistant
- Multi Media Journalist
- News Producer

Thank you,

Gabriella Trejo, Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Oct 13	3:21PM	Fax Sent	2064566	2:22 N/A	7	OK

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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Donna Baker	FROM:	Gabriella Trejo
FAX:	798-0599	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

- Account Executive**
- Interactive Operations Specialist**
- National Traffic Assistant**
- P.T. Studio Production Assistant**
- Multi Media Journalist**
- News Producer**

Thank you,

Gabriella Trejo, Payroll Clerk

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Oct 13	3:26PM	Fax Sent	7980599	2:24 N/A	7	OK

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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Angela Baker	FROM:	Gabriella Trejo
FAX:	520-533-7059	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:	
Attached are job posting for :	Account Executive Interactive Operations Specialist National Traffic Assistant P.T. Studio Production Assistant Multi Media Journalist News Producer
Thank you, Gabriella Trejo, Payroll Clerk	

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Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Oct 13	3:33PM	Fax Sent	15205337059	2:30 N/A	7	OK

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Facsimile Transmittal Sheet

DATE:	October 13, 2011	PAGES:	7 pages including Coversheet
TO:	Lone Wells	FROM:	Gabriella Trejo
FAX:	602-542-3223	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

- Account Executive**
- Interactive Operations Specialist**
- National Traffic Assistant**
- P.T. Studio Production Assistant**
- Multi Media Journalist**
- News Producer**

Thank you,

Gabriella Trejo, Payroll Clerk

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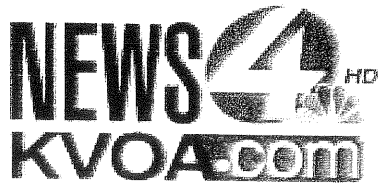
Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Oct 13	3:36PM	Fax Sent	16025423223	2:22 N/A	7	OK

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Mail		
D.E.S. Vocational Rehabilitation 400 W Congress #420 Tucson AZ 85701	Wonita Yodice Tel: 628-6810	YES ✓
Tetra Corporation PO Box 50544 Tucson AZ 85703	Mary Lespron Tel: 622-4874 ext 130	YES ✓
Tucson Black Chamber of Commerce P.O. Box 2385 Tucson AZ 85702-2385	Shirley Hockett	YES ✓
Community Outreach Prog for the Deaf & Blind 268 W Adams St Tucson AZ 85705	Jane Kiser-Schmidt	YES ✓
Tohono O'adham Nation PO Box 837 Sells AZ 85634	Freddie Lopez	YES ✓
KUAT Communications PO Box 210067 Tucson AZ 85721	Terri Sweet Tel: 520-621-5828	YES ✓
National Assoc. of Black Journalists University of Maryland 1100 Knight Hall, Suite 3100 College Park, MD 20742	Ryan Williams Tel: 301-405-0248	YES ✓
Scottsdale Community College 9000 East Chaparral Road Scottsdale, AZ 85253	Raymond Dixon Tel: 480-423-6523	YES ✓



KVOA COMMUNICATIONS INC.

Job Opening

NEWS PRODUCER

A strong NBC news station in Southern Arizona is looking for a talented, organized and aggressive News Producer.

This team player needs to be a self-starter and willing to take charge of the newscast content. We are searching for a producer with strong journalistic skills. In addition, our shows are fast paced, we need a producer who can think on their feet and handle breaking news efficiently. If you just "stack" the news, you will not be happy here. We want someone on the team who is willing to craft their shows, be creative with graphics and learn on the job. In addition to line producing, the qualified candidate will also write and post stories on our website and generate content for social media.

At least two years of line producing at a commercial television station is required. ENPS knowledge a plus. Email or send your resume to:

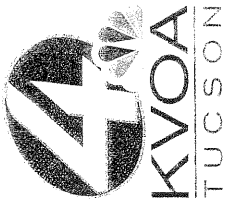
Cathie Batbie
KVOA-TV News Director
209 W. Elm Street
Tucson, Arizona 85705
cbatbie@kvoa.com

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MOTOR VEHICLE RECORD REQUIRED.



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D.E.S. Vocational Rehabilitation
400 W. Congress #420
Tucson, AZ 85701

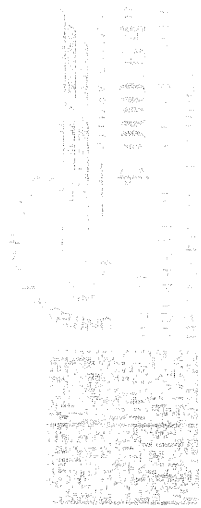


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Tetra Corporation
P.O. Box 50544
Tucson, AZ 85703





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Tucson Black Chamber of Commerce
P.O. Box 2385
Tucson, AZ 85702-2385



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Community Outreach Program
for the Deaf & Blind
268 W. Adams St.
Tucson, AZ 85705





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Tohono O'odham Nation
P.O. Box 837
Sells, AZ 85634



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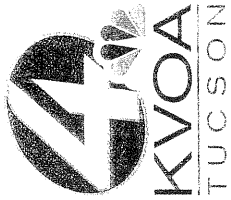
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KUAT Communications

P.O. Box 210067

Tucson, AZ 85721





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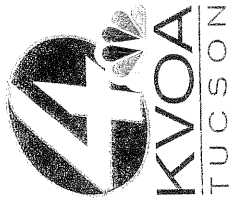
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National Assoc. of Black Journalists
1100 Knight Hall, Suite 3100
College Park, MD 20742





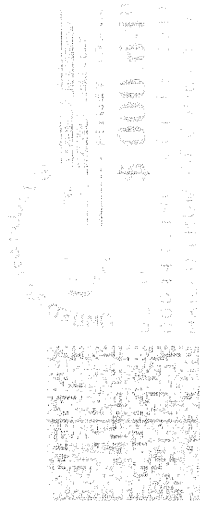
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Scottsdale Community College
9000 E. Chaparral Road
Scottsdale, AZ 85253



Mail		
Chicano/Hispanic Student Affairs Economics 23 PO Box 210023 Tucson AZ 85721	Leona R. Puente	NO ✓
LULAC PO Box 2443 Tucson AZ 85702	Richard Fimbres	NO ✓
Access Tucson 124 E Broadway Blvd Tucson AZ 85701	Sam Barron	NO ✓
Jackson Employment Center 400 E 26th St Tucson AZ 85713	Cheryl Bakari	NO ✓
KQTL 2955 E Broadway Blvd Tucson AZ 85716	Araceli Espinoza	NO ✓
Pascua Yaqui Tribe 7474 S. Camino de Oeste Tucson, Az 85746	Carmen Thomas HR Director	NO ✓
Emanuel Grace Church 1440 Camino del Sierra Tucson Az 85713	Minister Charles Watkins	NO ✓



KVOA COMMUNICATIONS INC.

Job Opening

NEWS PRODUCER

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This team player needs to be a self-starter and willing to take charge of the newscast content. We are searching for a producer with strong journalistic skills. In addition, our shows are fast paced, we need a producer who can think on their feet and handle breaking news efficiently. If you just "stack" the news, you will not be happy here. We want someone on the team who is willing to craft their shows, be creative with graphics and learn on the job. In addition to line producing, the qualified candidate will also write and post stories on our website and generate content for social media.

At least two years of line producing at a commercial television station is required. ENPS knowledge a plus. Email or send your resume to:

Cathie Batbie
KVOA-TV News Director
209 W. Elm Street
Tucson, Arizona 85705
cbatbie@kvoa.com

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MOTOR VEHICLE RECORD REQUIRED.



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Chicano/Hispanic Student Affairs
Economics 23
P.O. Box 210023
Tucson, AZ 85721



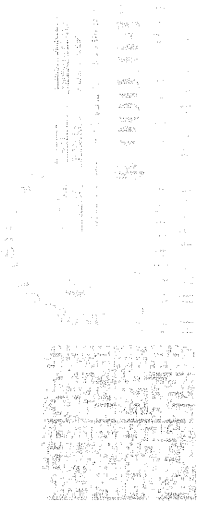


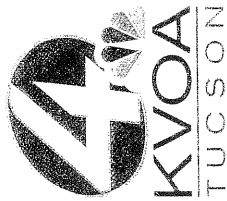
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LULAC
P.O. Box 2443
Tucson, AZ 85702





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kvoa.com

Access Tucson
124 E. Broadway Blvd.
Tucson, AZ 85701



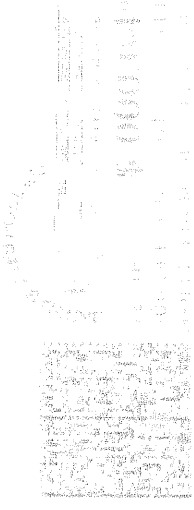
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Jackson Employment Center
400 E. 26th St.
Tucson, AZ 85713





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kvoa.com

KQTL
2955 E. Broadway Blvd.
Tucson, AZ 85716

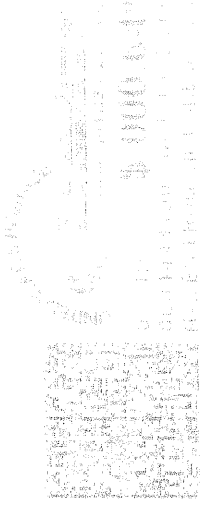


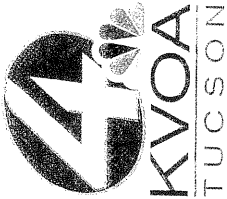


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Pascua Yaqui Tribe
7474 S. Camino De Oeste
Tucson, AZ 85746





KVOA COMMUNICATIONS, INC.

Box 5188, Tucson, AZ 85703-0188

Studios at 209 W. Elm, 85705-6538

kvoa.com

Emmanuel Grace Church
1440 Camino Del Sierra
Tucson, AZ 85713



Recruitment Sources

CONTACT

ENTITLED TO
NOTIFICATION

E-Mail

Chicanos Por La Causa-Employment Specialist 200 N Stone Ave Tucson AZ 85701	Lola Benitez FAX : 884-9007 TEL: 882-0018 EXT#279 lola.benitez@cpic.org	YES ✓
NAACP Tucson Branch 2160 N 6TH Ave Tucson AZ 85705	Clarence Boykins TEL: 622-8277 CLARENCE540@AOL.COM	YES ✓
Tucson Urban League 2305 S Park Ave Tucson AZ 85713	Donna Baker FAX: 623-9364 TEL: 791-9522 dbakerx@csd.pima.gov	YES ✓
Tucson Indian Center 705 N Main Ave Tucson AZ 85705	Benny M McCabe FAX: 884-0240 TEL: 884-7131 Benmcabe@hotmail.com	YES ✓
National Association of Hispanic Journalists 1000 National Press Bld 529 14st MW Washington DC 20045-2001	NAHJ Job Bank TEL: 202-662-7168 FAX: 202-662-7144 Jobbank@nahj.org	YES ✓
Family Support Center 3500 S.Craycroft Rd. Bldg.3210 Davis-Monthan AFB, AZ 85707	Regan Mendina-Pellow/USAF ACC TEL: 228-5690 FAX: 228-5622 Regan.Mendina-Pellow@dm.af.mil	YES ✓
Fred G Acosta Job Center 901 S Campbell Ave Tucson AZ 85719	Mike Campbell TEL: 879-9234 campbell.mike@jobcorps.org	YES ✓
National Urban League 120 Wall Street New York, NY 10005	S Harris TEL: 212-558-5300 Sharris@nul.org	YES ✓
Goodwill Industries of So Arizona Inc. 1940 E. Silverlake #403 Tucson AZ 85713	Lisa Larivee TEL: 520-623-5174 ext.117 llarivee@goodwill-tucson.org	YES ✓
ITT Technical Institute 1455 W. River Rd. Tucson, AZ 85704	Jennifer Whicker TEL: 520-408-7488 jwhicker@itt-tech.edu	YES ✓
P.H.A.S.E / YWCA 525 N. Bonita Ave. Tucson Az 85745	Liz Rabago TEL: 884-7810 lrabago@ywcatuson.org	used to fax/ requested email YES ✓

Gabriella Trejo

From: Gabriella Trejo
Sent: Thursday, October 13, 2011 2:34 PM
To: 'lola.benitez@cplc.org'; 'clarence540@aol.com'; 'dbakerx@csd.pima.gov'; 'benmcabe@hotmail.com'; 'jobbank@nahj.org'; 'Mendina-Pellow, Regan Civ USAF ACC 355 FSS/FSFR'; 'campbell.mike@jobcorps.org'; 'sharris@nul.org'; 'llarivee@goodwill-tucson.org'; 'jwhicker@itt-tech.edu'; 'lrabago@ywcaticucson.org'
Subject: (6) Job Openings
Attachments: Account Executive job posting .doc; Interactive Operations Specialist.doc; National Traffic Asst.doc; PT Studio Prod Assist (2).doc; MMJ Posting.doc; Producer Posting (2).doc

Hello,

We currently have 6 job openings for the attached job descriptions:

Account Executive
Interactive Operations Specialist
National Traffic Assistant
P. T. Studio Production Assistant
Multi Media Journalist
News Producer

Thank you,
Gabriella
Payroll Clerk

10/13/2011



KVOA COMMUNICATIONS INC.

Job Opening

NEWS PRODUCER

A strong NBC news station in Southern Arizona is looking for a talented, organized and aggressive News Producer.

This team player needs to be a self-starter and willing to take charge of the newscast content. We are searching for a producer with strong journalistic skills. In addition, our shows are fast paced, we need a producer who can think on their feet and handle breaking news efficiently. If you just "stack" the news, you will not be happy here. We want someone on the team who is willing to craft their shows, be creative with graphics and learn on the job. In addition to line producing, the qualified candidate will also write and post stories on our website and generate content for social media.

At least two years of line producing at a commercial television station is required. ENPS knowledge a plus. Email or send your resume to:

Cathie Batbie
KVOA-TV News Director
209 W. Elm Street
Tucson, Arizona 85705
cbatbie@kvoa.com

NO PHONE CALLS PLEASE.

KVOA IS AN EQUAL OPPORTUNITY EMPLOYER.

PRE-EMPLOYMENT DRUG TESTING IS REQUIRED.

MOTOR VEHICLE RECORD REQUIRED.

Recruitment Sources	CONTACT	ENTITLED TO NOTIFICATION
E-Mail		
AWRT--Tucson Chapter katrina@adwiz.com		NO ✓
Brown Mackie College-- Ibujanda@brownmackie.edu		NO ✓
Tucson Advertising Federation membership@aaftucson.org		NO ✓

Gabriella Trejo

From: Gabriella Trejo
Sent: Thursday, October 13, 2011 2:35 PM
To: 'Katrina Noble'; 'Bujanda, Liliana'; 'membership@aaftucson.org'
Subject: (6) Job Openings
Attachments: Account Executive job posting .doc; Interactive Operations Specialist.doc; National Traffic Asst.doc; PT Studio Prod Assist (2).doc; MMJ Posting.doc; Producer Posting (2).doc

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